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Open...

This command is used to load a different time file (i.e. ????????.HTT). The current time information is saved before the selected file is loaded.

Save...

This command saves the current information in the file specified on the title bar.

Saveas...

This command is used to create a new file for the current time information. The current time information is saved before the selected file is loaded.

Export...

This command is used to export the time data in a comma delimitate file.

Print...

This command will print the task and time information for the currently loaded file.

Print Setup...

This command is used to open the printer setup dialog.

Exit

This command saves the current data and exits the program.

ClearAll

This command clears all the task and charge information.

Clear Time

This command clears all the charged time.

Clear Row

This command clears the row that the cursor is located in.

Clear Cell

This command clears the cell the cursor is located in. The Delete key will also clear the cell.

Delete Current Row

This command deletes the row the cursor is in and moves all the remaining rows up one.

Insert New Row

This command inserts a new row moving all rows lower down one. The last row will be losted.

Force Date

This command forces the dates to the current week.

Edit Task

This command is used to edit the task file via the notepad editor.

Refresh

Reloads the task information.

Set Key Delay

This value is used to determine the delay after typing before the entered value is added to the current value. If the user types slower than the key delay each key stroke will be treated as an individual value (i.e. 1 pause 1 pause 1 will add 3 hours; while 11 will add eleven hours to the current cell time.).

Set Hours

This sets the standard number of hours in the work period. If the user works an 8 hour day plus a 30 minute lunch break, then the value should be set to 8.5 hours. This number is used in computing the current value of the "Time Charged (+Over Time / Remaining)" fields for each day.

Installation

Getting Started

To quickly copy Htime to your hard disk; from Program Manager start the Run dialog box under the File menu entry. Type A:INSTALL in the Command Line edit box and press the Enter key. This assumes you have placed the Htime distribution disk in the A drive; if not then use the drive letter corresponding to the drive you are using. When the first dialog box is presented, press the Continue push-button. The installation process will continue until done without further interaction.

A new Program Manager group will have been created with an icon for Htime. You can then move or copy the icon to the program manager group of your choice.

Single User

Multi-User (Network)

Single User Installation

It is assumed that the Htime program was installed in the default sub-directory of C:\HTIME.

For a single user, you can make use of from one to four task files. Each task file is read and its contents are merged together in the creation of the task description tree. There are four key words associated with the four task files in the "TaskFiles" section of the HTIME.INI file. They are Company, Department, Project, and Private. Comment out the entries not used.

```
[TaskFiles]
Company=company.htj
Department=dept.htj
Project=project.htj
Private=private.htj
```

Multi-User Installation

It is assumed that the Htime program was installed on a network file server using the default directory name of \HTIME and will be used in a company setting. Note that HTime will create directories as necessary.

Pathing:

Following is an example of the directory structure for a multi-user installation with the key word "TimePath=" set to "\hetime\time\%user". This is the recommended approach. The "%user" is a place holder for the users network login id. All time files for a user are contained in the directory with the user name. This allows for a static directory structure with a sub-directory for each user. Each week the time collection program is executed; this program will visit all the user sub-directories and collect the time information. Contact HWare for this program. This program can perform cleanup (i.e. Delete previous weeks time files.).

```
\HTIME\TIME\User1\HT931220.HTT
\HTIME\TIME\User1\HT931227.HTT
\HTIME\TIME\User2\HT931220.HTT
\HTIME\TIME\User2\HT931227.HTT
\HTIME\TIME\User3\HT931220.HTT
\HTIME\TIME\User3\HT931227.HTT
\HTIME\TIME\User4\HT931220.HTT
\HTIME\TIME\User4\HT931227.HTT
```

Following is the other approach, which has a directory for each week with the file names contain in the directory consisting of the user login. "TimePath=" set to "\hetime\time\%file\%user".

```
\HTIME\TIME\HT931220\User1.HTT
\HTIME\TIME\HT931220\User2.HTT
\HTIME\TIME\HT931220\User3.HTT
\HTIME\TIME\HT931227\User1.HTT
\HTIME\TIME\HT931227\User2.HTT
\HTIME\TIME\HT931227\User3.HTT
```

Task Files:

The company task file would contain tasks that are common for all users (i.e. Vacation, Holiday and sick time). The department task file will contain entries unique to the department. For each Project a project task file should be created.

The HTIME.INI file in the \HTIME directory on the server would contain only the Company entry if this install is for company wide use. If for a department then the company and department entry would be specified. If for a project, then the company, department, and project entries would be specified.

Each user would have a HTIME.INI file in their Windows directory. It is in this INI file that is used to specify the department and project task files. Also, each user can have an additional task file that could be unique to the user.

HTIME.INI file on server:

[TaskFiles]
Company=company.htj

HTIME.INI file in each users Windows directory:

[TaskFiles]
Department=depart.htj
Project=project.htj
Private=%User.htj

Task File Format

Following is a sample of the Task file format (.HTJ). There are four fields separated by commas. The first field is the account code and isn't displayed in the task selection popup window. The remaining three entries specify the tree branch with the last entry representing the terminating entry (i.e. The last entry is selectable and is displayed as a green icon.). The account code field can be up to 16 characters while the task description fields can be up to 40 characters.

```
Account1100,Project#1
Account1100,Project#1,SubProject#1
Account1101,Project#1,SubProject#1,Task#1
Account1102,Project#1,SubProject#1,Task#2
Account1200,Project#1,SubProject#2
Account1201,Project#1,SubProject#2,Task#1
Account1202,Project#1,SubProject#2,Task#2
Account1300,Project#1,SubProject#3
Account1301,Project#1,SubProject#3,Task#1
Account1302,Project#1,SubProject#3,Task#2
Account1303,Project#1,SubProject#3,Task#3
Account2000,Project#2
Account2100,Project#2,SubProject#1
Account2101,Project#2,SubProject#1,Task#1
Account2102,Project#2,SubProject#1,Task#2
Account2103,Project#2,SubProject#1,Task#3
Account2107,Project#2,SubProject#1,Task#7
Account2108,Project#2,SubProject#1,Task#8
Account2200,Project#2,SubProject#2
Account2201,Project#2,SubProject#2,Task#1
Account2202,Project#2,SubProject#2,Task#2
Account2203,Project#2,SubProject#2,Task#3
Account2204,Project#2,SubProject#2,Task#4
Account2205,Project#2,SubProject#2,Task#5
Account2206,Project#2,SubProject#2,Task#6
Account2207,Project#2,SubProject#2,Task#7
Account2208,Project#2,SubProject#2,Task#8
Account2300,Project#2,SubProject#3
Account2301,Project#2,SubProject#3,Task#1
Account2302,Project#2,SubProject#3,Task#2
Account2303,Project#2,SubProject#3,Task#3
Account2304,Project#2,SubProject#3,Task#4
Account2305,Project#2,SubProject#3,Task#5
Account2306,Project#2,SubProject#3,Task#6
Account2307,Project#2,SubProject#3,Task#7
Account2308,Project#2,SubProject#3,Task#8
SpecProj,Special Projects,Misc,Testing
ProjSupp,Production Support,Research/Fix Bugs
ProjSupp,Marketing Support,Design/Estimates for Marketing
```

Overview

Introduction

Htime is an application for Microsoft Windows Version 3.1. It is used to track time spent on various task during a weekly period.

Features

- o Tracks task time on a per week basis.
- o Allows up to 40 job task per week with 8 displayed.
- o Network aware.
- o Provides for a three level tree hierarchy for job task selection.

Overview of the Htime screen:

Htime has one main window for all user interaction. The screen is divided into a number of areas. Along the top part of the window are bitmaps with a green background. These bitmaps are draggable. The first bitmap, that of a clock, allows the user to time a task. The eleven other bitmaps allow for charging time in hours. The amount of time charge (in hours) is 1/4, 1/2, 3/4, 1, 2, 3, 4, 5, 6, 7, 8.

Under the bitmaps is an area that shows the day of week, the date, the start and end time for each day.

The main part of the window contains 8 rows of 8 columns which contain the task descriptions and the time charged each day against the task. The column of numbers just to the right of the scroll bar is the total time charged against a task. The scroll bar will scroll other rows into view.

Along the bottom are three rows of computed information. The total time charged for each day, the difference between charged time and the amount of time that can be charged (i.e. End time - Start time).

Operation

To add a task, double click on the left most box (i.e. The Task column.) in an empty row. A popup window will be displayed. Double clicking on a selection will insert the task description into the selected row. You may view the task information by clicking on the task description box with the right mouse button.

To charge time against a given task, click in the box corresponding to the task row and the day of the week. Type in the time with out a pause (i.e. If you type 1, then pause, and type 1 again you will have charged 2 hours; but you may have intended to charge 11 hours.).

When ever you charge time, the time entered is always added to the previously charged time. To remove all charges for a given day, click in the desired box and press the Delete key.

To charge time using the bitmaps, click on the bitmap and drag it to the desired cell.

Keyboard

The following tables show the actions HTime takes for keyboard input.

Direction Keys

Arrow Down	Cycle to the cell below
Arrow Up	Cycle to the cell above
Arrow Left	Cycle to the cell to the left
Arrow Right	Cycle to the cell to the right

Other Keys

Tab	Cycle to next time cell.
(Shift) Tab	Cycle back to previous time cell.
Space Bar	No Action
Enter	No Action
A .. Z a .. z	No Action
0..9	Enter time

